



DEPARTMENT OF THE AIR FORCE
JOINT PERSONAL PROPERTY SHIPPING OFFICE - SAN ANTONIO (DOD)
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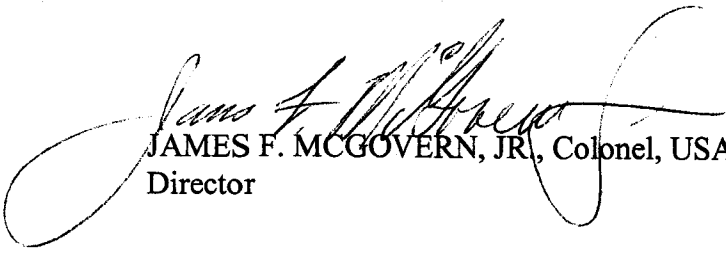
17 January 2003

MEMORANDUM FOR ALL CARRIERS/AGENTS DOING BUSINESS WITH JPPSO-SAT

FROM: JPPSO-SAT/CC

SUBJECT: Movement Documents Processing Policy

1. As we take-on added workloads associated with regionalization, we have to adjust our business practices from time to time to accomplish our tasks with the personnel assigned and budget dollars available. We hope you understand our position on business practice adjustments and assist us in our endeavors.
2. Department of Defense Regulation (DODR) 4500.9R and the carrier's tender of service stipulates that we will provide personal property Bills of Lading (BL)/Government Bills of Lading (GBL) and associated movement documents to the carrier before the agreed time of pickup. Often, we are unable to meet that time frame (especially for quick pickup shipments) using regular mail; and we are not funded to mail all documents to you via overnight service (Federal Express, etc.) Therefore, we are adjusting our policy as follows: Personal property movement documents (including the BL/GBL) will be e-mailed or faxed to the appropriate carrier or agent before the agreed time of pickup. The original copies will be sent to the carrier or designated agent three-times per week via regular mail.
3. Except for billing purposes, all personal property movement actions required by the carrier and/or agent, including movement, can be accomplished using e-mailed or faxed paperwork.
4. If you prefer to have the original movement documents sent to you via a more expeditious mode (Federal Express, UPS, Overnight, etc.) that must be at your expense. If that is your desire, please provide us the appropriate documents and mailing packets with your "bill to" address and account payment number.


JAMES F. MCGOVERN, JR., Colonel, USAF
Director